

Communication Brief for [Association Name]

Date: [Insert Date]

To: [Stakeholder Names or Groups]

From: [Your Name/Position]

Subject:

[Insert Subject of the Brief]

Introduction:

[Brief overview of the communication purpose]

Objectives:

- [Objective 1]
- [Objective 2]
- [Objective 3]

Key Messages:

[List of key messages to convey]

Target Audience:

[Description of the target stakeholders]

Communication Channels:

[Channels to be used for communication]

Timeline:

[Important dates and milestones]

Call to Action:

[What you want the stakeholders to do]

Contact Information:

[Your Contact Information]

Thank you for your attention, and I look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]